

## Guidance for Lead Authors/ Clinical Leads

### Important Note for Lead Authors/ Clinical Leads:

Before starting the development or update of a clinical guideline, all lead authors and coauthors must refer to the [NHSGGC Clinical Guideline Framework and Toolkit](#). This resource provides detailed guidance on the required processes, principles, and governance standards for clinical guideline development.

### Development of New Clinical Guidelines:

- Draft guideline using the clinical guideline template which can be found and downloaded from the [Clinical Guideline Toolkit](#)
- Clinical guidelines should conform to the principles outlined in [AGREE II](#) detailed in the [NHSGGC Clinical Guideline Framework and Toolkit](#) when being developed
- Guideline development should involve consultation with relevant stakeholders, including clinical experts from applicable specialties and pharmacy where medicines are involved
- Consider any potential cost implications
- Consult with applicable local level clinical governance groups
- Complete relevant sections of the clinical guideline checklist for new guideline available in the [NHSGGC Clinical Guideline Framework and Toolkit](#) and submit, along with the guideline in the clinical guideline template (Word format), to the Clinical Governance Support Unit at: [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot)

### Review and Update of Clinical Guidelines:

- Clinical guidelines should be kept under continuous review particularly to reflect new evidence
- The lead author will receive an email to prompt a review of the guideline, approximately 90 days prior to the review date specified
- **During the review, the lead author should:**
  - Consider how the guideline is operating in practice, have there been any adverse events or clinical incidents, and if so, has any learning been considered as part of the update of the guideline
  - Consider whether there is any variation in practice and how this might be addressed by the updated guideline
  - Consider whether the updated guideline will have wider implications, and if so, should ensure that any appropriate key stakeholders are made aware of these, and that any other work is progressed
  - Advise of any changes to clinical advice when updating guidelines and record all changes in the checklist for updated guidelines
- Complete relevant sections of the clinical guideline checklist for updated guideline available in the [NHSGGC Clinical Guideline Framework and Toolkit](#) and submit, along with the guideline in the clinical guideline template (Word format), to the Clinical Governance Support Unit at: [ggc.clinical.guidelines@nhs.scot](mailto:ggc.clinical.guidelines@nhs.scot)
- A formal review should not exceed 3 years from guideline development
- For guidelines that do not require changes, inform the CGSU of the next review date
- **If a review is not completed by the next review date:**
  - The lead author will be notified by email that the guideline has breached its review date and asked to advise on the next steps.
  - A reporting and escalation process will ensure that any guidelines breaching their review date are highlighted to the appropriate clinical governance structures.